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7 JUL 1967

MEMORANDUM FOR: Chief, Administrative Staff, O/DD/I

SUBJECT: Career Training Program

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1. In response to [REDACTED] request, this Office has carefully reviewed the internal courses which at the present time are given to Career Trainees who are scheduled for assignment within the Intelligence Directorate. This review was made with the objective of making recommendations for changes which would reduce the initial investment in training time for Career Trainees who will begin their Agency career in one of the DD/I offices.

2. It is our understanding that the courses presently given to DD/I-destined Career Trainees are as follows:

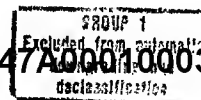
a. Introduction to Intelligence	2 weeks
b. International Communism	3 weeks
c. Intelligence Techniques	3 weeks
d. Operations Familiarization	4 weeks
e. Intelligence Production	<u>9</u> weeks
TOTAL	<u>21</u> weeks

3. This Office makes the following suggestions for your consideration:

a. We believe that the Intelligence Techniques course could be reduced in length by adjusting downward the time devoted to practical exercises. Most Career Trainees are simply not sufficiently familiar with Agency intelligence production requirements to prepare a model NIE, an intelligence memorandum or briefing, etc., to make this type of training exercise useful and productive. We believe that by stepping up the pace, combined with reducing or eliminating the exercises, the course could be reduced by 2-3 days.

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SUBJECT: Career Training Program

b. Although the Operations Familiarization Course provides interesting information and background, its usefulness to Career Trainees who are to be assigned to the Intelligence Directorate is believed to be marginal in relation to the four-week investment in time. It is suggested that the course be either eliminated or, alternatively, extensively revamped so as to consist of a series of briefings with no problems or exercises. We believe that a briefing course of about one week could be developed with the foregoing objective in mind.

c. We believe that the Intelligence Production Course could be reduced to about 4 or 5 weeks by eliminating the course research paper and by reducing the time presently allocated to current intelligence production and national intelligence estimates with similar reductions in the time devoted to some of the other subject areas covered. We believe that the usefulness of a research paper is marginal and that the time presently devoted to this type of training would be substantially more useful and productive to the Agency if the Career Trainee could report for his first on-the-job training assignment somewhat earlier than is possible at present.

4. In summary, we feel that a formal training program of about three months should be the maximum scheduled for Career Trainees prior to their initial assignment for on-the-job training in the Intelligence Directorate and, more specifically, in OER. We will be glad to discuss our views in greater detail with you at your convenience. The material you left with the undersigned is returned herewith.

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Chief, Administrative Staff, OER

Attachment:  
Course Outlines (5)

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